

Is there a better way

to run an organization.....

to run a program.....

to run a team.....

to ask for funding.....

One Page Plans

Promote

Alignment...Accountability...Results

Business901

The One Page Business Plan™

Quick Checkup

- **Is your team aligned?**
- **Are you making progress against key initiatives?**
- **Are your planning & performance systems effective?**
- **Are you and your team constantly on the same page?**

Is Your Team Aligned?

- **Does everyone understand what they are accountable for?**
- **Does everyone understand the impact they can have on the organization's success?**
- **Does everyone know how their work impacts others positively or negatively?**

Are You Making Progress on All Key Initiatives?

- **How quickly do you make adjustments to changing circumstances?**
- **How well do you keep everyone informed on progress or changes in direction?**
- **How successful are you in keeping everyone focused as you implement your plans?**

How Effective Are Your Planning & Performance Systems?

- **Are your plans dynamic, with regular updates and refinements?**
- **Can you visibly and immediately track progress on important initiatives?**
- **Do your key people “own” their numbers?**

Are You & Your Team Always on the Same Page?

- **Does each key person have access to others' plans and progress daily?**
- **Do your key people communicate regularly on progress and changes in direction that affect the performance of others?**
- **Are team meetings focused on problem resolution rather than reporting status?**

Why the One Page Business Plan® Works

- **Focuses each individual person on what's important**
- **Puts everyone's plan in the same, easily read, format**
- **Stimulates peer sharing and communication**
- **Exposes misalignment for easy correction**
- **Tracks and records progress on every key initiative**
- **Requires accountability for results and numbers**
- **Is easily updated to reflect latest developments/results**
- **Works for projects, programs, departments, & companies**

One Page Plans Answer Five Key Questions

Vision - What are we to build this company/program into?

Mission - What unique value do we provide?

Objectives - What will we measure?

Strategy - How will we position ourselves for success?

Plans - What key projects must be accomplished?

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Every manager has a plan.....

Every program has a plan.....

Every team has a plan.....

Every funding request has a plan.....

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Consolidated Plan

One Page Plans | Scorecards | Progress Reports | Plan Status | Help

Jerome Johnson, President/CEO Draft: 10-28-01

vision  Within the next three years grow ZTEC into a \$2 billion global provider of integrated work-flow solutions for Fortune 1000 companies, major municipalities, and government agencies.
Z-TEC, Inc. will be headquartered in San Francisco with offices in New York, Dallas & London.

mission  Build productivity solutions that reduce the cost of labor, materials, and maintenance.

objectives 

- Grow consolidated revenue by 30% to \$900 million in FY 2002.
- Achieve profit before interest and taxes of \$90 million.
- Increase gross profit from 46.5% to 53%.
- Complete at least 600 new system installations by 12/31/02.
- Migrate at least 400 existing clients to ZTEC internet product by 2nd quarter 2002.
- Introduce new internet product by Mar 31, achieve Q2 sales of \$25m, Q3 \$30m, Q4 \$30m
- Increase sales per employee from \$250,000 to \$300,000.
- Reduce Accounts Receivable from 60 days to 45 days by 6/30/02.
- Achieve FTE headcount of 3,600 by 12/31/2002.

strategies 

- Partners: Align with industry leader, partner for marketing & solution development.
- Product Approach: Configure rather than customize, business rules vs custom programs.
- Competitive Positioning: Optimize user-based pricing, modular systems for flexibility
- R&D: Workflow solutions, open systems, multi-platform, object-oriented, flexible.
- Resources: People and systems resources in place before they are needed.
- Develop aligned team with sense of urgency, responsibility and accountability.
- Develop Employee Incentive Programs to allow the team to share in the rewards.

plans 

- Develop comprehensive Employee Recruitment and Retention Program by 1/15.
- Implement Power Partner Initiatives w/Oracle, Sun and IBM by 2/28.
- Complete beta test of Process Flow Performance module by 04/15.
- Develop Sales Force Automation Plan by 06/30, implement by 4th quarter 2002.
- Launch Global Customer Forum for sharing implementation & issues by 07/31.
- Complete facilities upgrades in Dallas by 08/31, London by 10/31.
- Implement financial reporting system at project/dept level by 10/31.
- Implement professional skills development program by 11/30.

Bottom Line Benefits

- **Individual Teams/Programs all have their own plans which align with the overall plan.**
- **Communications are stronger among everyone.**
- **Scorecards & Progress Reports promote accountability.**
- **Focus is on plans, implementation & results...not learning software.**
- **Results are more predictable...everyone knows the plan.**
- **People and resources are aligned and focused on what's important.**

What is the value of this?

“Priceless!”

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Business 901

“if it’s worth doing, its worth doing NOW”



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